



Exhibit D

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

DISHONORED CHECKS POLICY AND PROCEDURES

I. PURPOSE

The Sumter County Board of County Commissioners Dishonored Checks Policy and Procedures describes the process the County must follow when notified by the bank that a check has been dishonored.

II. POLICY

The Sumter County Board of County Commissioners follows Florida Statute 68.065 (See Exhibit E) to collect worthless checks, drafts, or orders of payment; attorney's fees and collection costs. Pursuant to Florida Statute 68.065, the customer has 30 days from receipt of notice to tender payment of the full amount of the check plus a service charge as follows:

- \$25 if the face value does not exceed \$50
- \$30 if the face value does exceed \$50, but does not exceed \$300
- \$40 if the face value exceeds \$300, or 5% of the face amount of the check, whichever is greater

III. PROCEDURE

When the County receives notice from the bank that a check has been the notice will be forwarded to the Financial Services Department. A letter will be generated by the Financial Services Department and sent via Certified US Mail to the maker of the check. If the check and applicable service charge is not paid within 30 days, a second notice is sent. If payment is not received, then it is at the County Administrator's discretion to turn the account over to an attorney for legal action.